

0920.03 Access to Records in the Custody of the State Archives of Michigan

Issued January 1, 1994

SUBJECT: Access to Records in the Custody of the State Archives of Michigan.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To instruct all State agencies about the process for gaining access to and using records in the custody of the State Archives of Michigan.

CONTACT AGENCY: Department of State
Michigan Historical Center
State Archives of Michigan
Michigan Library and Historical Center Building
717 West Allegan Street
Lansing, Michigan 48918-1837

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SUMMARY: The State Archives makes public records available to state employees and the public for examination and research. This procedure explains how public records may be accessed at the State Archives, and who may have access to these records. All records in the custody of the State Archives must be viewed in the State Archives Reading Room.

PROCEDURES:

Agency:

- For records which were transferred directly to the State Archives, provides as much of the following information as possible to assist the State Archives in efficiently locating the records:
 - Accession number.
 - Records series title(s).
 - Name of transferring agency.
 - Approximate date of transfer to the State Archives.
 - Container identifications; e.g., box/roll/reel number, etc.
- For records which were transferred to the State Archives via the State Records Center (DMB), provides as much of the following information as possible to assist the State Archives in efficiently locating the records:
 - Record series title(s).
 - Name of transferring agency.
 - Records Center/agency lot number.
 - Container identification; e.g., box/roll/reel number, etc.
 - Approximate date of transfer to the State Archives.
- For records which are confidential under law, obtains written authorization to access the records from the agency of origin and brings identification and proof of employment to the State Archives.
- When possible, contacts the State Archives prior to visiting the reading room, so the reference staff can retrieve records in advance. This will also help the state employee confirm that the State Archives has the records in questions and will help determine the amount of time needed to review the records.
- May access information about the records at the State Archives through the State Archives' web page located at <http://www.sos.state.mi.us/history/archive/archive.html>.

- Agrees to comply with, complete, and sign the researcher registration form and visitor log when visiting the State Archives in person.

State Archives of Michigan:

- Develops access tools for identifying records in the custody of the State Archives.
- Assists state agencies with locating public records in the custody of the State Archives.
- Protects records in the custody of the State Archives from physical damage, degradation, theft, and inappropriate access.
- Assists with the acquisition of permission to access legally confidential records in the custody of the State Archives.
- Provides on-site machine copying of records for state agencies up to 50 pages at one time. Only physically stable records may be copied in this manner. The State Archives will attempt to arrange alternative reproduction methods for physically unstable records that will not damage the record.
- Processes orders for the reproduction of records, photographs, maps, architectural drawings and microfilm. All reproduction orders are completed by private vendors. Bills are sent directly to the ordering agency.
- Public records in the custody of the State Archives are the property of the people of the State of Michigan. Records may be examined in the State Archives Reading Room, and may not be removed from the State Archives facility. Therefore, they will not be returned or loaned to an agency.

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